

## **RESPONSIBILITY DURING EMERGENCY OPERATIONS 6363**

(May 2003)

### **Responsibility**

#### **Fire Crew Captain**

The CDF Fire Crew Captain has the basic responsibility for the crew's behavior and performance while traveling and working, even when the crew is accompanied by CYA personnel. However, CYA personnel have the ultimate responsibility for the custody, health, and safety of the wards assigned to the crew and will respond immediately for calls for assistance. If disciplinary problems or health and safety issues arise, the CYA personnel and CDF Fire Crew Captains will determine the action to be taken on the spot.

## **EN ROUTE LOGISTICS**

**6363.1**

(May 2003)

### **Responsibility**

#### **All**

Responsibility to provide for the proper needs of crews en route to and from emergency assignments is vested in CDF, as outlined in [Chapter 6350](#). Communications between the strike team/task force leader and CYA staff is essential to ensure efficient stops for facilities, feeding, and fuel.

If CYA staff is able to connect with the emergency response resources, a convoy configuration should be maintained to ensure management control. If for some reason a crew falls behind, custody staff and the nearest ECC will be advised immediately. The strike team will normally remain as a unit from the time of dispatch until released by the strike team/task force leader.

## INCIDENT BASE/CAMP SUPERVISION

6363.2

(May 2003)

### Responsibility

#### All

The [Incident Base/Camp Custodial Expectations](#) (Exhibit 6363.2a) are to be followed by CYA staff and wards at all incidents. CYA personnel will at all times, keep their immediate supervisor and/or CYA Agency Representative advised of their whereabouts. CYA personnel will not leave the incident base or camp without notification and authorization. At the base/camp or on the scene of an incident, CYA personnel should be prepared to assist with meal provision and supervision, and assume supervisory and custody responsibilities when crews are off shift.

Good communication is needed between agency supervisors during this transition to ensure that actual needs are addressed, and that information pertaining to the custody, care, and treatment of each crew is relayed.

Crew members will remain in the feeding/bedding areas. Wards will not be allowed to roam at will. Permission for authorized individuals to perform needed functions outside of these areas may be given under sight supervision. CYA personnel will assist in preparing crews and equipment for return to fireline assignment or to home base.

#### Strike Team/Task Force Leader

The strike team/task force leader, or the Fire Crew Captain for single increments, should make preliminary contact with the Technical Specialist Crews to determine the location of sleeping areas, and should assist CYA personnel to ensure crews get proper care. The strike team/task force leader should know the crew's location in case an emergency condition should arise requiring activation of the crew(s), and should keep staff, both incident and CYA, advised of his or her location at all times, while off shift.

## **INCIDENT BASE/CAMP DISCIPLINE**

**6363.3**

(May 2003)

### **Responsibility**

**All**

CYA personnel are responsible for care, treatment, and custody of wards in an emergency base/camp. Wards will not be permitted in a kitchen, food storage, or other service area except under sight supervision. Wards will be required to conduct themselves in an orderly manner at all times. Wards will not, at any time, act in a disrespectful manner toward anyone. Wards who show disrespect towards members of the opposite sex will be immediately removed from the incident. Any CYA or CDF personnel who observe such behavior will take immediate action to isolate the ward and effect his or her removal. Appropriate disciplinary documentation is required.

Fire crews will eat as a unit under the immediate supervision of the Fire Crew Captain and/or the Custodial Officer.

## **SLEEPING/HYGIENE FACILITIES**

**6363.4**

(May 2003)

### **Responsibility**

**All**

Sleeping areas for wards are to be separate from those occupied by other incident personnel. Facilities for sleeping and bathing should be the best available under the circumstances. The following factors should be considered in selecting an area for sleeping:

1. Area should not constitute unreasonable custodial problems.
2. Safety from fire and other hazards for sleepers is a prime concern.
3. Area should be separated from "business functions" of the emergency.
4. Water for drinking, washing, etc., should be provided in the immediate area, if possible.

5. Shade should be provided for day sleepers.
6. Sanitary facilities adequate for the total number assigned to the area should be provided. The crew sleeping area should provide for separation of the various types of crews.
7. Reasonable privacy from non-emergency people who may be in the area should be considered.
8. Blankets and/or sleeping bags should be provided to permit personnel to sleep as warmly and comfortably as possible.
9. There should be cleared areas and fuel provided for warming fires, if needed.
10. Sleeping area limits should be posted to prevent fire crew personnel from "wandering."
11. Crews must be immediately available for meals and assignments.
12. Crews in the bedding area must be supervised at all times.
13. Drinks should be provided in the bedding area when possible.

Provide separation from other incident personnel sufficient to eliminate the perception of offensive behavior on the part of wards at normal voice levels or involving eye contact. Separate but adjacent sleeping areas for wards and other incident personnel are unacceptable.

Provide separate showers for wards and other incident personnel, with adequate separation. In the event separate showers are not possible, separate shower times will be scheduled and maintained for wards and other incident personnel, as well as for males and females. Additional custodial supervision may be required for shower facilities, due to the potential for rapidly escalating, volatile situations.

## **PROJECT WORK DURING “MOVE-UP” OR “STANDBY” ASSIGNMENTS**

**6363.5**

(May 2003)

### **Responsibility**

**All**

Crews assigned to a move-up, standby, or mobilization center operation must not remain idle during periods when project work normally would be underway. After due consideration for rest and recuperation for staff and crews, crews should be assigned to productive work in a location suitable to the “standby” assignment. Crews on a “cover” assignment must comply with local rules, regulations and procedures.

## **SLEEPING ARRANGEMENTS IN A “MOVE-UP” OR “COVER” ASSIGNMENT**

**6363.6**

(May 2003)

### **Responsibility**

**All**

Conservation camp crews on “standby” or “cover” in a camp other than their home camp should not be permitted to sleep in unoccupied beds in the crew barracks, except by special arrangements. Wards should not be permitted to sleep or be unsupervised in a ward dormitory. Wards should not be assigned for sleeping, or be permitted unsupervised, in any CDF dormitory or barracks. CYA staff must provide supervision of the sleeping area.

(see next section)

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